

FAYETTE COUNTY STEP AHEAD/FIRST STEPS COUNCIL
EAST CENTRAL SPECIAL SERVICES
TRANSITION MEMORANDUM OF AGREEMENT

This Memorandum of Agreement, is made and entered into on this 31st day of January, 2003 by and between Fayette County Step Ahead/First Steps (hereafter First Steps), and East Central Special Services (hereafter East Central) for the purpose of ensuring an uninterrupted transition for children progressing from First Steps Early Intervention Services to Early Childhood Special Education Services.

Whereas, the First Steps early intervention system is developed in partnership with Step Ahead, which is a state initiative within the Family and Social Services Administration Bureau of Child Development, to develop community-based systems for coordinated comprehensive services for infants and toddlers, with special needs and their families, pursuant to Part H of the Individuals with Disabilities Act.

Whereas, East Central is organized and existing under the laws of the state of Indiana, which provides early childhood special education for children with disabilities, ages three (3) through five (5), pursuant to Part B of the Individuals with Disabilities Education Act.

Whereas, this agreement supports a comprehensive service delivery system for children with special needs, birth through five (5), and serves to operationalize transition procedures for children moving from Part H to Part B.

Now Therefore, it is agreed by and between the parties as follows:

I. RESPONSIBILITIES AND DESCRIPTION OF SERVICES TO BE PROVIDED BY THE FIRST STEPS PROVIDER

- A. Eighteen (18) months prior to a child's third birthday, or as soon as possible if the child is enrolled after the age of eighteen (18) months, the child's First Steps Service Coordinator will transmit to East Central the following information with parental consent.
 1. Child's name,
 2. Child's date of birth, and
 3. Child's suspected disability.If parental consent is not given then the sex of the child, date of birth, and suspected disability is to be transmitted to East Central.
- B. Six (6) months prior to child's third birthday, or as soon as possible if child is enrolled after the age of thirty (30) months, the child's First Steps Service coordinator will convene a conference between the First Steps Service Coordinator, the family (legal guardian), and East Central to establish a plan for transition activities. Notification of this meeting is to be sent to East Central at 29 months. During the conference the following information will be transmitted to East Central with parental consent:
 1. Child's name;
 2. Child's date of birth;
 3. Child's suspected disability.
- C. The Service coordinator will obtain the appropriate release of information forms at the transition meeting for exchanging and sharing future information with East Central regarding this child.
- D. The First Steps Service Coordinator will assure that a transition conference is scheduled at least 60 school days prior to the end of the school year for each child whose third birthday occurs during the summer months.

- E. The First Steps Service Coordinator will ensure that most recent IFSP, provider reports, and any other information determined relevant are sent with referral packet to East Central at 33 months of age.
- F. The First Steps provider personnel will participate, as appropriate, in case conference for children entering early childhood special education services.
- G. The First Steps providers will work collaboratively with East Central to implement transition activities which ensure a smooth transition from early intervention services to early childhood special education.

I. RESPONSIBILITIES AND DESCRIPTION OF SERVICES TO BE PROVIDED BY EAST CENTRAL SPECIAL SERVICES

- A. East Central will accept and maintain information on children with suspected disabilities beginning with the information transmitted by the First Steps Service Coordinator eighteen (18) months prior to the child's third birthday and six (6) months prior to the child's third birthday.
- B. East Central will attend all transition conferences scheduled by the First Steps Service Coordinators at six (6) months prior to a child's third birthday to plan transition activities, procedures, time lines, and appropriate referral forms.
- C. East Central will conduct a multi-disciplinary team evaluation of each child referred by the transition team. Team members will be assigned based upon the child's suspected disability and individual needs. Children whose third birthday occur during the summer months will be evaluated and a case conference will be held in a timely manner to ensure the child is able to receive services when school begins in the fall.
- D. East Central will convene a case conference, including a representative of First Steps or the provider, to review results of the multi-disciplinary team evaluation, determine eligibility for special education and, if eligible, develop an individual education program for the child.
- E. East Central will work collaboratively with First Steps and the provider to implement transition activities which ensure a smooth transition from early intervention services to early special education.

IN WITNESS THEREOF, the parties have below set their signature on the month and day set forth above.

Director East Central Special Education Services

East Central Witness

First Steps Chairperson

First Steps Witness

Step Ahead/First Steps Coordinator

SA/First Steps Witness